



RECRUITING DIRECTOR

Salary Grade ESPP 112 (Monthly Salary Range: \$4,542 - \$8,176)

Tennessee Department of Mental Health & Substance Abuse Services (TDMHSAS) is the State's mental health and substance abuse authority. The department is responsible for planning, setting policy and quality standards, system monitoring and evaluation, and advocating for persons of all ages who have mental illness, serious emotional disturbance, or substance abuse disorders.

The Division of Hospital Services operates within the department and is responsible for operating four Joint Commission/CMS accredited Regional Mental Health Institutes (RMHIs) across the State with over 1600 employees.

SUMMARY OF POSITION

The Recruiting Director is responsible for difficult to recruit positions at the four RMHIs. The Recruiting Director must be knowledgeable in the professional market, market research analysis and strategic recruitment planning. Knowledge in healthcare and medical terminology is preferred. The applicant shall be able to converse with Executive staff and CEOs regarding recruitment needs. The applicant shall be able to discuss state compensation, benefits and payment practices. The position is a key part of the TDMHSAS Executive team and reports to the Assistant Commissioner for Hospital Services.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Demonstrate experience and knowledge in working with professional recruiting agencies and local market research and analysis for strategic recruitment planning.
2. Demonstrate knowledge of medical terminology.
3. Demonstrate knowledge of the State of Tennessee benefits and compensation.
4. Demonstrate the ability to communicate with senior hospital staff and medical practitioners in the field of Psychiatry.
5. Demonstrate the ability to work with other human resource personnel in a professional setting.
6. Demonstrate the ability to act independently.
7. Demonstrates extensive experience recruiting locally and nationally through Internet, advertising, and development of contacts within the healthcare community, associations, organizations, and institutions.
8. Proactively screen qualified interested candidates.
9. Predict provider needs based on geography and national trends that have talent readily available.
10. Demonstrate the ability to make sound decisions objectively and follow through.
11. Perform recruitment duties that include: sourcing, screening, interviewing, checking referral sources, assistance with site visits and providing assistance in introduction to the medical staff and other clinical specialties.
12. Work with all four RMHI facilities to expedite the hiring and credentialing process for licensed independent practitioners.
13. Demonstrate required knowledge of aspects of geographical marketing analysis.
14. Demonstrate strong listening skills.

15. Demonstrate the ability to multi-task.
16. Practice fiscal responsibility by conserving resources and monitoring expenditures to ensure they remain within budgeted parameters associated with vacant positions.
17. Demonstrate strong organizational skills.
18. Exercise a strong sense of confidentiality at all times.
19. Obtain/maintain knowledge of legal aspects of recruitment regulations and provides assistance in ensuring TDMHSAS is in compliance with state and federal guidelines identified by the Tennessee Department of Human Resources (TDoHR).
20. Consistently observe and maintain TDMHSAS/TDoHR policies.
21. Assist in the development and implementation of appropriate recruitment policies and procedures to improve quality of service and reduce recruitment cost across the four RMHI's.
22. Demonstrate good communication skills.
23. Demonstrate good writing skills that are clear, precise, and legible.
24. Demonstrate computer literacy required to use Microsoft Office products.
25. Accountable for compliance with all pertinent TDMHSAS Standards, and with local, state, and federal regulations.

Education / Experience:

Graduation from an accredited college or university with a bachelor's degree in Healthcare or Business Administration, Communications, Human resources, or other related field and experience equivalent to a minimum of three years of full-time professional recruitment of healthcare professionals, physicians and/or clinical personnel is required. Preferred past experience should include at least two years in physician recruitment or other clinical recruitment services.

Please send resumes/CVs or any questions to John Arredondo, Assistant Commissioner Division of Hospital Services at john.arredondo@tn.gov or (615) 253-7311

TDMHSAS is an AA/EEO/ADA employer.

Pre-employment criminal background check is required.

Pre-employment drug testing is required.